



U.S. AIR FORCE OFFICE OF THE CHIEF INFORMATION SECURITY OFFICER (CISO)

To assure the effectiveness of Air Force's core missions by increasing the cybersecurity and resiliency of systems and information.

Safely Storing and Transmitting Personally Identifiable Information (PII)

PII Status: In Transit



1. Apply a disclaimer to any material containing PII

"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."

2. Safely Transmit

Via encrypted email

1. Add "FOUO" at the beginning of the subject line
2. Add the following disclaimer to the beginning of the message:
"This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need-to-know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message."
3. Digitally sign **and** encrypt email before sending



Physically

1. Label top of the document with "FOR OFFICIAL USE ONLY"
2. Cover the document with AF Form 3227, *Privacy Act Cover Sheet* or DD Form 2923, *Privacy Act Data Cover Sheet*

If email encryption isn't available

Use AMRDEC SAFE to send PII when e-mail encryption can't be used. The application can be accessed via: <https://safe.amrdec.army.mil/safe/>



PII Status: At Rest



1. Apply a disclaimer to any material containing PII

2. Label the Information System

Any digital storage container, such as a laptop or an external hard drive, must contain the Air Force Privacy Act Label (AFVA33-276).

3. Protect the Data

Encrypt all digital files that contain PII. For physically stored data, make sure it is locked in a safe, vault, or another kind of secure, approved storage container.

Uh oh! What if there is a PII breach?

All incidents of lost, stolen, or compromised PII must be reported immediately.

1. Notify your **supervisor** and **unit privacy monitor**
2. Notify the **Base Privacy Officer**



For more information, please refer to AFI 33-332:

http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afi33-332/afi33-332.pdf

Public